

GEORGE W. LINDBERG COMPTROLLER STATE OF ILLINOIS

June 4, 1976

PAYROLL BULLETIN (5-76)

201 STATE HOUSE SPRINGFIELD, ILLINOIS 62706 217/782-6000

TO: All State Agencies, Departments, Boards
Commissions and Universities

SUBJECT: Wage Deduction Entries on the Payroll Voucher

Due to the increased number of wage deductions processed through our Payroll System, we are requesting each payroll-submitting agency to separate all wage deductions from the tax levies and bankruptcies on the payroll voucher. The wage deductions are to be printed on line #3 in fields #51 and #52 on the payroll voucher. Any payroll voucher submitted to this office on or after July 1, 1976 must comply with this change or it will be returned to the agency for correction.

Changes to the payroll voucher are as follows:

- Wage deduction (garnishments) information is to be taken out of the tax levy/bankruptcy field #66 and the amount is to be printed in field #52.
- 2. Each wage deduction is to have a unique code in field #51.

 The code is to be three digits in length and is to indicate
 the number in sequence that this wage deduction appears in
 the voucher. The first detail record on the voucher with a
 wage deduction is to be coded "001", the second "002" and so on.
- 3. A trailer record is to be generated for each wage deduction detail record. The Comptroller's code is to remain "97" and the actual code is to be the same as the wage deduction code found on the detail record for which this trailer record applies. The trailer amount will be equal to the amount withheld for the wage deduction on the detail record. The payee name on the trailer will remain the same as it has been. (Refer to Payroll Bulletin 15-75)
- 4. Summary page totals must be produced for the wage deduction field like they are for all other amount fields in the voucher.

If an individual has more than one wage deduction to be applied on the payroll, show the accumulated amount of the multiple wage deductions in

Payroll Bulletin June 4, 1976 Page Two

the garnishment amount field in the detail record and make individual trailer records for each of the unique garnishments contained in the detail record. All of the wage deduction trailer records applying to this one detail must contain the same actual code as the wage deduction code specified in the detail record.

Salary reversals may not be processed for wage deductions, tax levies or bankruptcies. These fields must contain zeroes on a salary reversal detail record.

Enclosed is a reduced copy of the payroll voucher showing where wage deduction information is to be located.

In addition, it is essential that the wage deduction summons is in our office before the payroll voucher on which the employee appears is processed.

This may be accomplished by either submitting the summons ahead of the payroll voucher or transmitting the summons along with the payroll voucher.

If you have any questions, please contact me at (217) 782-4758.

Very truly yours,

George W. Lindberg Comptroller

Comptroller

By: Kermit W. Kerley
Payroll Supervisor

KWK/1j

enclosure

Bear	DEPARTMENT CERTIFICATION 1 HESSEY CERTY THAT THE NAME AND APPROPRIATION CHARGES BOX MUST AN CORRET AND ACCORDING TO PROVISIONS OF LAW HAME	9 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	COMPLEXIA FICH	1	14 1900 Beauford	191 SMP/DASE HYME	STATE OF ILLINOIS - PAYROLL VOUCHER
DEPARTMENT CERTIFICATION 1 HINNEY CERTIF THAT THE MANES OF EMPLOYEES, THE POSITIONS OCCUPIED, ACTUAL THAE AND APPROPRIATION CHARGEABLE, AS SHOWN ON THE ACCOMPANYING FOR, INITE, ASE CONSICT. AND THAT SUCH EMPLOYEES OCCUPIED OFFICES OF FLACES OF ACCOMPING TO PROVISIONS OF LAW AND ASE SHITTED TO PAYMENT IN AMOUNTS INDICATED. 1011	T CERTIFI		ğ		100 000 10 10 10 10 10 10 10 10 10 10 10		
	CATION THE NAMES CHARGEABLE CT. AND THE CT. AND THE		HOW TAXABLE HACOME AMOUNT	1111 NO	2 2	HAMI	DIS - PA
	OF EMPLOYE		A AME	STATE LIFE	SALARY AMITONO 33		YROLL
	III. THE POSITION OF THE PAYME			OF LIFE	BEVERSAL BENERAL	, ,	VOUCHE
3/01	APPROVED FOR PAYMENT: ACCOMPANYING ACCOMPANYING FOR CHARGE OF EMPLOYMENT IN MACCHES OF EMPLOYMENT IN MACCHES OF EMPLOYMENT		190 - 194 - 195 -	10-		SECURITY ALIBORITY SOCIAL	R OF
			AMOUNT NO. 1	ST. HEALTH HON DED. THS AMT	WARRANT NO 25		111
			5	COM.	S CODE	u	-
			W COPA	GABNISHMENT AMOUNT	DHIS AMT	POSITION	
		•	AMOUNT NO. 3	010		*	
7			20 9	STATE LIFE DED AMT	CREDIT THE UNION AMT.	DINEOM.	
			+ OH CODE	75	88		
			AMOUNT NO. 1	T	CHARITY AMIL	BATE	Ш
			MO NO	CODE		,	umpon omuc
DRECTION OF FINANCE			AMOUNT NO. 2	ST. HEALTH DED. AMT.	ASSN. DUES AMT.	PAY	0
					STATE STATE	B OVERTIME WOR	F.I.C.A TIME 1
			HO ON COMP	9 3	X X X X X X X X X X X X X X X X X X X	TIME T	F.I.C.A CODES:
		7	AMOUNT NO. 3	AMI S INS	STATE INCOME	GROSS AMT	BASIS:
			NO 4	62 CO.	62 80	28	- ·
		NOW SHENDON	AMOUNT NO		>=	WITHOUGH ING	ICA WITHHEL
BY ASTERISK(*)	CERTIFICATE OF DIRECTOR OF PERSONNEL I HREESY CERTIFY THAT THE PERSONS MAMED IN THIS PAYROLL WOUCHER I HREESY CERTIFY THAT THE PERSONS MAMED IN THIS PAYROLL WOUCHER CONTAINING HAMES ON WAGES AT THE BATES OF COMPENSATION INDICATE OR THE POSITIONS HEREIN ABOVE 11STED AND SHOWN BY THE OPERICAL BOSTER IN ACCOMPANCE WHIT THE PROVISIONS OF SECTION 12A OF THE PERSONNEL COOTE, EXCEPT HOSE CROSSED OUT AND THOSE WHO ARE EXEMPT (INDICATED BY ASTERISA(*)*	8		8 G.	2 :	COOK COOK	D B FICA
		ONU		AMI	MAINT	¥31.1	TO SHIP C AND THE COMPANY TO THE COMPANY TO THE COMPANY THE CO
		PAY COOL	COM	THUCANA AND AND AND AND AND AND AND AND AND	5	5	A FICA WITHOUT B FICA NOT WITHOUT Z FICA EXCEDED 1. MONTHLY 2SEM MONTHLY 3 B WEEKLY 4WIERLY 5DARK 6. HOUT 1. ITANY OF ASSINCE 8. FICACHING 4. SABBANICAL MANY 1. ITANY OF ASSINCE 9. S
				2	2	T	NVG S A
			UI DAII	Traction of the state of the st		States	
		7201 100		WARBANI Be		SIAT N	D.
				8	2	T	ā
	ATED ATED ATED ATED ATED ATED					SHOWN BO	